



Required Actions Upon completion of the 15-Hour **Initial Licensing/Certification** Course and Exam

The Tennessee Housing Association does not process your test or mail your test scores. If you have questions related to your test, please contact the firm of Morris & McDaniel (Main Line: 703-836-3600).

If you fail your state exam, you do not need to take the initial training again, but you will need to coordinate the re-taking of your exam. There will be an additional charge of **\$125** each time you re-take the exam. **You** must call or contact Morris & McDaniel directly to reschedule your exam. Neither the Association nor the Department of Commerce & Insurance will do this for you.

Once you receive a passing test score via email or mail, complete the following:

a) **Certifications only** -

1. Print a copy of your passing **State Exam Score** that was emailed to you from Morris & McDaniel.
2. Print your **Class Certificate of Attendance**. Directions were provided to you upon completion of the Initial Licensing Education course.
3. Visit the Association's website at: <https://tnmha.org/mh-licensing>

Scroll down to the bottom of the page to download and print the “**Certification Application Form**” or use this link [Certification Application Form](#).

4. Visit the State of TN's website at:
www.tn.gov/commerce/fire/sections-programs/fire-manufactured-housing.html

Print the Eligibility Verification Form found under '**Valuable Resources**' (a copy is included in this class addendum, for informational purposes only or use this link for [Eligibility Verification Form](#)).

Email or mail these (4) documents and forms to Commerce & Insurance [as noted below]. You should receive your Certification card in the mail shortly thereafter.

TN Dept. of Commerce and Insurance
500 James Robertson Parkway
Manufactured Housing & Modular Building Unit, Davy Crockett Tower
Nashville, TN 37243

Email: manufactured.housing@tn.gov



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b) **License for Retailer or Installer**

1. Print a copy of your passing **State Exam Score** that was emailed to you from Morris & McDaniel.
2. Print your **Class Certificate of Attendance**. Directions were provided to you upon completion of the Initial Licensing Education course.
3. Visit the State of TN's website at:
<https://www.tn.gov/commerce/fire/sections-programs/fire-manufactured-housing.html>

Print the following forms which are found under '**Valuable Resources**' (copies are included in this class addendum, for informational purposes only).

1. License Application Form (Retailer or Installer)
2. Bond Application Form (Retailer or Installer)
3. A Certificate of Bond (Retailer is \$25,000/Installer is \$10,000), provided by your insurance company
4. [Eligibility Verification Form](#)

You have 3 options for submitting the noted (6) documents and forms, along with the appropriate License Application fee, to the State of Tennessee.

1. **Via online (preferred):**

Visit the State of TN'S website: <https://core.tn.gov> and create a new account or access your existing account. Follow the provided instructions. There are video tutorials available for your convenience. You will have an option to submit the required forms and application fee.

2. **Via email:** manufactured.housing@tn.gov

3. **Via mail (last resort, and your application may be delayed):**

TN Dept. of Commerce and Insurance
500 James Robertson Parkway
Manufactured Housing & Modular Building Unit, Davy Crockett Tower
Nashville, TN 37243

YOU MUST attend a 5-Hour Continuing Education class within the year prior to your certification or licensing expiration date.
Access to annual class offerings may be found online at:

<https://education.tnmha.org/>

Please ensure you complete your education in a timely manner.
The Association is not responsible for the expiration of your certification credentials.